

If you are experiencing symptoms of COVID-19 or any other illness, please stay at home.

If you become unwell while on site, please speak to a manager or your training instructor.

# TAKING CARE OF PERSONAL HYGIENE

## Protecting yourself and each other

### THE BASICS



- Wash or sanitise your hands immediately upon arrival.
- Wash or sanitise your hands before entering or touching any shared area, especially kitchen surfaces, fridges, kettles, cupboards, coffee machines and training machines, etc.
- Wash or sanitise your hands regularly throughout the day and especially after touching doors and communal surfaces.
- Avoid touching your eyes, nose and mouth.

### FACE COVERINGS



**Please wear your face covering in all communal areas.**

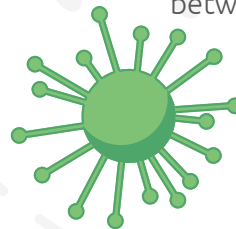
Wearing a face covering helps prevent the spread of COVID-19.

- It should fit snugly and cover your nose/chin.
- Avoid touching it while wearing.
- Continue to wash your hands and social distance.
- Not suitable for under 13s or those who have difficulty wearing them.

### WORK SPACE



- Sanitise your Desk & IT Equipment (including your mobile phone) immediately upon arrival and at the end of each day.
- Items and equipment, such as keyboards, mice, pens, etc., should not be shared between personnel as far as reasonably practicable.



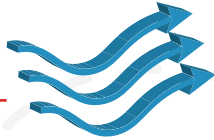
We're committed to protecting the safety, health and well-being of our people and our visitors, and are taking steps to effectively manage the risks associated with the COVID-19 pandemic.

This situation is being continuously monitored so that we can ensure we are taking every precaution necessary.



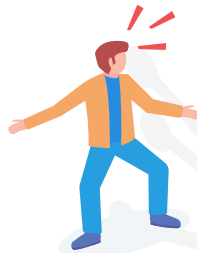
# WORKING TOGETHER TO PROTECT EACH OTHER

## FRESH AIR



- Where possible increase ventilation by keeping windows and doors open, and where possible by running ventilation systems at all times.

## BE AWARE



- Look to see who is around you and make sure you can maintain a safe distance, such as passing someone on the stairs.
- Stay in corridors or shared spaces for the shortest possible time, and avoid loitering
- Minimise surface contact by only touching what you need to.

## CLEAR DESK POLICY



- All desk areas should be kept clear of items (paper, notepads, pens, folders, books, all personal effects, etc.) that are not used on a day-to-day basis.

## SPEAK UP



- If you are worried about anything, speak to someone; a colleague, manager, or Human Resources.
- Feel confident to say STOP if you think you or your colleagues are being put at risk.

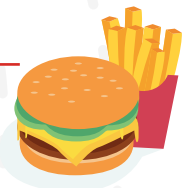
## SOCIAL DISTANCE



- Maintain Social Distance where possible and if needed leave an empty desk between you and colleagues, to create a 2m separation.
- Minimise hot desking – try to use the same desk where possible.
- This may involve just one person at a time in kitchen/communal areas.
- Follow the capacity guidelines when using meeting rooms.

**Follow local instructions from Office Managers**

## KITCHENS



- Obtain your own food and drinks.
- Load your own cups, glasses, plates, bowls, etc. into the dishwasher – remember dishwasher etiquette!
- Visitors should be asked to obtain their own drinks (for their safety).
- No communal food (e.g. fruit bowls, biscuit bowls, sandwich platters, birthday cakes, etc.).

## MISC.



- Avoid arranging personal deliveries to office locations.
- Take your IT equipment home each day.
- If using on-site showers, it is your responsibility to clean any surfaces you have touched after use.

